

**Minutes - Stormwater Meeting – April 17, 2020**  
**Bartley Building, 4 N. Lowell Rd, Windham, NH at 1 pm**

**Present:**

Dave Sullivan, Rex Norman, Dennis Senibaldi, Dick Gregory, and Angela Wesson, Intern

The meeting was conducted via Zoom conference.

Dave advised that he had spoken with Heidi Marshall, HTA Engineers early this week to review the following items that either have been done or are still in need of being completed. He provided the following update as to each MCM under the Stormwater Plan.

*MCM – 1 – Public Outreach* – The following public relation brochures were recently mailed to residents in the area of the Town Beach on Cobscook Pond due to that area having Bacteria and Phosphorous Impairments: Pet Waste, Grass Clipping Handling, and Yard Waste. It was noted by many that the Pet Waste brochure should be linked to the Town Clerk page under Dog Licensing

*MCM – 3 – IDDE Plan* – Dave reviewed the status of the Catch Basin mapping project indicating that these should be completed by mid-May. He further advised that Dennis and his team would be mapping the swales next.

Training of employees to identify Illicit Discharges were discussed. He advised that our consultant Heidi Marshall will be conducting a virtual as well as field training session sometime in May.

Catchment Investigation Procedures – Have been completed and incorporated as an update into the IDDE Plan.

Dry Weather Screening – He advised that while this work is not needed to be completed until Year 3 he asked Heidi to incorporate how to properly conduct the screening into her training noted above.

*MCM – 4 – Construction Site Storm Water Runoff* – He advised that after consulting with Heidi that Planning needs to make a slight amendment to the current Site Plan Regulations – section 1003.4 - to rephrase the requirement for “as built” plans begin due for changes only to being due all the time for stormwater controls.

*MCM – 6 – Good Housekeeping* – Dave reviewed the draft BMPs for Parks and Open Space; Buildings and Facilities, Vehicle and Equipment “good housekeeping policies”. All were asked to review and be prepared to discuss any needed changes at the next meeting on 4/24.

SWPPP’s – Dave indicated that Heidi was reviewing the guidelines for which buildings needed SWPPP noting that it may only be the Transfer Station which has one presently in place.

Meeting Adjourned at 1:48 pm.

Respectfully Submitted:

David Sullivan  
Town Administrator